

Approve or Reject an Endpoint/Role (or a Removal of an Endpoint/Role)

To approve an **endpoint/role** for OTCnet user, complete the following steps:

1. Log in to OTCnet and from the **Administration** tab, select **Manage Users**, and then **Manage OTCnet Users**.
2. From the **Manage OTCnet Users** screen, notice the **Pending Requests** list (**Your To-Do list**) as shown in Figure 1.



Application Tip

- For each request, notice the **Request Type**, **Time Due**, and **Requestee**.
- Notice 2 request types, for **Access Approval** and **Remove Endpoint/Role**. Each selection will take you respectively to the appropriate workflow for access approval or access removal.

3. Select the **View Details** link for a specific **access approval** request.

Figure 1: Manage OTCnet Users Screen

Locations: Home > Administration > Manage Users > Manage OTCnet Users

Manage OTCnet Users

Search User Directory >> New Pending Requests: 3

Pending Requests: Your To-Do List

Displaying 1-10 of 12 results

ID #	Request Type	Time Due	Requestee	View Request
320	Remove Endpoint/Role	2022-11-07	Union West	View Details
231	Remove Endpoint/Role	2022-11-05	Sam Torrie	View Details
453	Access Approval	2022-11-03	Thy Highland	View Details
789	Remove Endpoint/Role	2022-11-03	William Peter	View Details
456	Access Approval	2022-11-02	John Carre	View Details
440	Remove Endpoint/Role	2022-11-02	Tom Drake	View Details
457	Access Approval	2022-11-02	Mary Dole	View Details
123	Access Approval	2022-11-02	Jerry Moore	View Details
342	Access Approval	2022-11-02	Gary Su	View Details
345	Access Approval	2022-11-02	Tommy York	View Details

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4. The **Access Approval Request** screen displays as shown in Figure 2.
5. Review the read-only information and enter any approval or rejection comments in the **Approver Comments** field.



Application Tip

- If you reject the request, you **must** provide comments in the specified field. Otherwise, you will get an error message and will not be able to continue until you provide comments.
- You can enter a **maximum** amount of 4000 characters.

6. Select the **Approve** or **Reject** button.

Figure 2: Access Approval Request Screen

Access Approval Request 308

Step 1 of 2: Review User Request

Please review the request below. If approved, you will be directed to the confirmation page. If rejected, please include comments before submitting. The requestor will be notified of your decision after you have completed all steps.

Request Type:	Access Approval
Request ID #:	308
Request Description:	Roles and/or OTC Endpoints were added to the user's account.
Requestor:	LSA Alfred Pennyworth
Requestee:	Timothy Drake

Selections for Review	
Assigned Endpoint	Assigned Role at Endpoint
CN - CaliforniaNevada - #####	Check Capture Operator
CN - CaliforniaNevada - #####	Card Operator
##### - FWS NE Regl Ofc - #####	Check Capture Operator
##### - FWS Valley Stream - #####	Check Capture Operator

Time Submitted:	Sept 20, 2022 2:30 PM EDT
Time Due:	Sept 29, 2022 2:30 PM EDT

Approver Comments:

Approve **Reject** **Cancel**

Use of Service: Policy Statement located by Government Contract Termination Alert

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Application Tip

- Selecting **Cancel** will cancel the approval process.
- If you select **Reject**, you will get a notification: “Are you sure if you want to reject this request?” Select **Reject** or **Cancel**.

7. A confirmation page about the approval/rejection of the access request will display as shown in Figure 3.
8. Review the read-only information and select **OK** to return to the **Manage OTCnet Users** page.

Figure 3: Confirmation Screen on Approval/Rejection of the Access Request

Administration

Reports

Manage Users

Admin

[Home](#) > [Administration](#) > [Manage Users](#) > [Manage OTC User](#)

Access Approval Request 308

Manage OTC User

Step 2 of 2: Confirmation

The following user request has been rejected. The requestor has been notified.

Request Type:	Access Approval
Request ID #:	308
Request Description:	Roles and/or OTC Endpoints were added to the user's account.
Requestor:	LSA Alfred Pennyworth
Requestee:	Timothy Drake

Selections for Review

Assigned Endpoint	Assigned Role at Endpoint
CN – California Nevada	Check Capture Operator
CN – California Nevada	Card Operator
FWS NE Regl Ofc	Check Capture Operator
FWS Valley Stream	Check Capture Operator

Time Submitted:	Sept 20, 2022 2:30 PM EDT
Time Due:	Sept 29, 2022 2:30 PM EDT

Approver Comments:

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Approver Name:

PLSA Bruce Wayne

Time Rejected:

Sept 22, 2022 9:00 AM EDT

OK

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Application Tip

Requestors will be notified via e-mail when a request is approved or rejected.



Application Tip

- To approve or reject a **removal** of an endpoint/role, follow the same process and steps as for approving or rejecting an endpoint/role request.
 - Start with selecting the **View Details** link from the **Manage OTCnet Users** page for a **Remove Endpoint/Role** request.
 - Refer to Figure 1 for more information.
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